LIVINGSTON COUNTY BOARD PROPERTY COMMITTEE MINUTES OF JANUARY 9th, 2012

Committee Chair Bill Flott called the meeting to order at 6:00 p.m. in the meeting room on the 2^{nd} floor of the Pontiac Public Library.

Present: Flott, Weber, Deany, Ruff, Weller, Woodburn

Absent: Franey,

Also Present: Bill Fairfield, Don Tuley, Daryl Bragg, Don Verdun, Alina Hartley,

Flott requested the revised agenda be amended to add item 2e. Regions Lease Renewal. Flott then called for any additional changes to the agenda with there being none requested. *Motion by Ruff, second by Woodburn to approve the revised agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the December 5th, 2011 meeting. *Motion by Weber, second by Ruff to approve the minutes of the December 5th, 2011 meeting. MOTION CARRIED WITH ALL AYES.*

Maintenance Department Report – Don Tuley reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Don Verdun reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Bragg reported that the hot water tank at Livingston Manor had been replaced. Bragg reported a total cost of approximately \$16,000. Bragg stated that there are still some pipes leaking that will need to be addressed. Discussion took place. *Motion by Weber, second by Woodburn to approve the replacement of the hot water heater with payment to come from the nursing home construction fund.* **MOTION CARRIED WITH ALL AYES.**

H&E Projects – Hartley reported that both projects at the H&E Building had been completed on budget. Hartley reported that the total cost of the lighting upgrade project was \$36,664.87 with \$24,026 having been reimbursed from the Energy Efficiency Conservation Block Grant and an additional \$11,173.60 possibly being reimbursed from the Department of Commerce and Economic Opportunity EEPS program. Hartley stated that since the project could not be completed by the May 31st deadline the county would need to re-apply for the EEPS grant.

Livingston County Farm Ground Tree Removal – Flott reported that one of the neighbors to the county farm ground had contacted the board office to notify them that there is a tree on the

property line that is dead and needs to be brought down. Ruff looked into the claim and confirmed that the tree does need to be removed. Ruff stated that Trost estimated the cost at approximately \$1,500 to \$2,000 to take the tree out to 2' below ground level. Discussion took place. Woodburn noted that there is also a tree in the poor farm cemetery that needs to be taken down as well. *Motion by Weber, second by Deany to authorize Ruff to have the trees removed.* **MOTION CARRIED WITH ALL AYES.**

Regions Lease Renewal – The Committee reviewed a letter from Maloof Commercial on behalf of Regions Bank, Inc. requesting a proposal to renegotiate the terms of the next five year renewal beginning 10/1/2013. Discussion took place regarding the current terms of the renewal. The terms of the next renewal are outlined within the original lease and subsequent renewals. Consensus of the Committee was that the terms were already favorable to the leasee. The Committee will take under consideration and discuss further at its next monthly meeting.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Ruff, second by Deany to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

Motion by Ruff, second by Weller to adjourn. MOTION CARRIED WITH ALL AYES. Meeting recessed at 7:00 p.m..

Alina M. Hartley
Administrative Resource Specialist

- 1. The weather this fall and early winter has been very gracious thus far to maintenance. We had one morning of ice to deal with and that went relatively well. This has allowed us much more time on the numerous projects related to all the moving and construction.
- 2. Early in December we were involved for several days moving Court Services and cleaning up that area to turn it back to the owners.
- 3. We purchased three first aid kits for each floor of the Law & Justice Center. We hope to get those located and mounted soon.
- 4. We purchased a washing machine and installed it in one of the cleaning closets on the first floor of the Center. We hooked the water supply to the mop faucet temporarily and hope to do a more permanent hookup at a later date.
- 5. Many hours have been used to hang pictures, mirrors, coat hooks, etc. in the Center and various satellite offices. We also spent time moving furniture around and then moving it again as someone would have a better idea or didn't like where we put it the first time.
- 6. The men have been diligently working on the shelving project for the Circuit Clerk between all the other jobs in process. There is probably two or three weeks left on that project.
- 7. In an inspection of the heating plants at Regions, Daryll noticed some chimney pipe that had rusted through. We immediately patched those areas and a few days later Mike replaced the bad sections with new pipe.
- 8. We have begun to install some shelving in storage areas and are attempting to organize the area, but this project will be ongoing for many months. These projects are worked on between higher priority jobs.
- 9. The parts have arrived to complete the back check on the fire service at H & E. The plan is to try to install this on the Martin Luther King holiday when the old part of the building is relatively empty.
- 10. We had a condensate pump constantly pumping at H & E even when the boiler had been off for several days. Daryll and the crew, while checking on the cause, determined that a back flow preventer failed, allowing water to syphon back to the pump. Daryll ordered the parts and assembled the pipe and fittings to make repairs, which were accomplished last week.
- 11. Daryll and Mike installed some floor rings in the Law & Justice Center as requested, to secure prisoners in place.
- 12. The main sign for the H & E building blew over in some strong winds. We temporarily braced it upright again until we can revamp the whole sign and landscaping around it.

- 13. The men hauled all of the ground floor condensing units from the courthouse and stored them behind the H & E building until their future is decided.
- 14. Daryll has been very patiently teaching computer skills for the Facility Dude and building automation to some of us technically challenged individuals. It will be a long process but I think we are off to a good start.
- 15. We also responded to a long list of requests and service calls and have many to accomplish yet.

Livingston County Facility Management Services

Public Property Committee December Report 2011 Law and Justice Center

HVAC:

We are waiting for as-builts and close out docs for the LJC project. We have received most of the spare parts per the specifications with the exception of JCI. They will have their material and punchlist items done by the 26th.

Outstanding items that need to be done to complete the project.

- 1. Boiler #2 is now faulting on no air flow on ignition. Dodson is working with Aerco to resolve the problem. They have made some adjustments and we waiting to see if this has solved the problem.
- 2. E-Cube has sent their report from their last visit from commissioning of the system. There are still outstanding issues that are being addressed by Dodson.
- 3. JCI has a few outstanding control issues to resolve ie... boiler pump control, ahu startup sequencing, and a couple of warranty parts that need replaced. I have contacted them on these item and they will have all resolved by 1/26/2012.
- 4. MAU-1 in the Sally Port is failing on multiple alarms. I have contacted the vendor on warranty to repair this unit.

MAINTENANCE MANAGEMENT:

The new Facility Dude work order system is now up and running for all buildings except the Public Safety Complex. We will initiate there after Don Verdon returns from his surgery. Attached are the first weeks of requests. WOW!!

TRAINING:

Training on the automated blinds is the only thing left. I will be working with our Facility staff in February to start training on the new system.

I will be scheduling Don Tuley, Mike Stadel and Terry Taylor for computer training at Heartland College for the end of February. It is a three day class from 9 a.m. to 12 p.m. for a price of \$89.00 per person.

PREVENTATIVE MAINTENANCE:

- 1. I have been working on scheduled maintenance for the month of December.

 This includes the DOAU air handler, MAU-1, Chilled water chemical treatment,

 Crac unit 133 serving the IT room.
- 2. I have rescheduled scheduled the Chiller Eddy current testing for early February and will evaluate the need for tube brushing when we open up the condenser and evaporator bundles.
- I will be working on Boiler preventative maintenance schedules in February.
 Testing control sequences, and checking chemicals for production water and domestic.

BUILDING OPERATIONAL CONCERNS:

PSA Dewberry has responded to my concern about the reheat coils and have asked for pricing to install access panels so we can clean the coils when needed. Dodson has provided pricing of \$700.00 to install the access panels. I have received pricing from Dodson to install access panels in the basin tanks for \$2,200.00. I will forward them to Fredwick Quinn.

UTILITY REPORT FOR December 2011

November 2010 November 2011 Variance

Court House Electric: Building under construction

Court House Gas: Building under construction

County Jail Electric: \$12,087.37 \$8,747.00 \$3,340.00

County Jail Gas: \$2,754.57 \$4,953.86 -\$2,199.00

LJC Electric: Nov. 2011 \$3,430.78 Dec. 2011 \$2,549.00 LJC Gas: Nov. 2011 \$764.52 Dec. 2011 Not Received After setting up the lighting control schedules to work properly I see a

reduction from last month of \$881.00 on our electric bill.

I will continue to track the positive variances to evaluate and determine cause and possible resolutions through operational procedures or purchasing options to reduce monthly expenditures.

Safety Training

With the committee's approval I will be initiating a safety training program for all maintenance personnel starting in February. This program will consist of monthly tool box training on a multitude of subjects ranging from ladder safety to lock out tag out procedures. I have attached a budget I will be submitting to Linda Daniels for the Public Risk Fund for safety equipment and tools needed to help prevent accidents and injuries for the maintenance staff.

Livingston County Facility Management Services

Public Property Committee November Report 2011 Livingston Manor

- 1. We have installed the new water heater at the Livingston Manor and are testing the new system on Monday 1/9/2012. If all goes well we will be able to eliminate two of the three holding tanks in this facility. Attached are the spec. sheets for the equipment purchased. The total installed price for this project is \$ 16,400.00.
- 2. We found several piping failures in the crawl space under the building. The piping is in very poor shape due to its age and poor water treatment through the years. The maintenance staff (Tom) had went under the building to valve of a half inch pipe, while turning the valve off the pipe disintegrated in his hand and blew 140 deg. Hot water on his leg and foot blistering his toes. Fortunately he was not severely injured. I have instructed Tom not to enter this area unless accompanied by myself and that the hot water needs to be shut down at the boiler plant before any work is to be done under the building.
- 3. There are several leaks in this area and I will work with Dodson Plumbing and Heating on a time and material basis to repair the leaks safely with the committee's approval.

The Jail will be putting into place a new time keeping system for monitoring jail checks. This system is called TimeKeeping System Guard 1 Plus. We will be installing reader discs on jail cell doors approximately 70.

We are still working on pulling wire and cable for the new cameras. There are some very difficult areas.

Also we are working on shower floors, there is another shower floor in F- Unit that may have to be redone.

We were able to lower the cost of our filter changes by half, from \$309.00 to \$152.00. We were able to do this by comparing prices, and by keeping track of our usage and supplier coat.

We did the Quarterly service to the Air handlers. Air Compressors, Electric Motors.

We replaced brake pads on the overhead door motor on the south Sally Port door.

Disassembled the Booster pressure pump for general cleaning and found we had to replace a Regulator Valve. This is on the Metropolitan Pumping system we use to maintain pressure threw out the building.

Our Elevator License is due in March, I am in the process of setting up an appointment for inspection.

We are having problems with the water softener regenerating, It has not been checked out sense we opened the building. (7 years ago)